

Commerce & Trade Action Team
Meeting Notes
May 14, 2004

Attendance

John Stoker, Susan Gorski, Tim Hoeffner, Phil Kazmierski, Kris Wisniewski, Patrick Holland, Dave Lorenz, Cheryl Rooker, Sean Brosnan, Tamiko Burnell, Regine Beauboef, and Tom Frazier

Meeting Overview
(25 words or less)

John Stoker opened the meeting with a discussion of the Moderators meeting held on May 12th. John reported that each Action team had its own struggles but that all are coming together. John reported that the C&T team was on track and far ahead of the other Action teams. A review of the previous meeting minutes took place with no changes. Team members received the latest draft of the Actions and Tasks updates. Discussion followed. There was a thorough review and consensus on the final Actions and Tasks.

Meeting Notes

1. Review of all Issues and tasks took place. A consensus was reached that the next version of the Actions and Tasks document would be the Final.
 2. Next meeting group will begin the implementation plan for all tasks identified.
-

Action Items

1. Susan Gorski will finalize Action and Task document and distribute.
-

Proposed Agenda Topics For Next Meeting

1. Begin Implementation Plan.
 2. Draft agenda for the next meeting.
 3. Establish dates and locations for future meetings.
-

Next Meeting Dates

1. Friday, June 11, 2004, 9:00-12:00, Brighton TSC